



Canada School
of Public Service

École de la fonction
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C256

Preparation for the English as a Second Language Evaluation

WRITTEN EXPRESSION 1 AND 2

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Canada

Canada School of Public Service
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NOTE

Results from these exercises **cannot** be considered as a valid indication of those that might be achieved in the SLE – Test of Written Expression in the Second Official Language of the Public Service Commission of Canada.

AVERTISSEMENT

Ces exercices d'apprentissage **ne peuvent pas** servir de pronostic quant aux résultats qui pourraient être obtenus au test ÉLS – Test d'expression écrite dans la seconde langue officielle de la Commission de la fonction publique du Canada.

INSTRUCTIONS

Example Questions*

There are two types of questions in these exercises:

- 1) Fill in the blank
- 2) Error identification

Type 1: Fill in the blank

For this type of question, you are presented with a text containing a blank. Your task is to choose the word or group of words that best completes the text from among the four answers provided.

EXAMPLE:

Question 1
<p>Choose the best word (or group of words) to insert into the blank.</p> <p>Here is the new report. Please make two copies and _____ the original to me.</p> <ol style="list-style-type: none">1. returns2. returning3. returned4. return

In this case, answer choice four best completes the text. Therefore, you would select number four.

* Examples taken from the Public Service Commission's website.

Type 2: Error identification

Your task is to identify which selected words or groups of words within the text, which have been underlined and put in bold, contain one or more errors. If none of the underlined sections contain one or more errors, select answer choice 4, “none of the above.”

EXAMPLE:

Question 2
<p>Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”</p> <p><u>For your information (1)</u>, there will be construction outside the main entrance <u>to the parking garage (2)</u> beginning Monday and lasting for two days. Please use the entrance on Main Street until the <u>construction is completed (3)</u>.</p> <ol style="list-style-type: none">1. For your information2. to the parking garage3. construction is completed4. none of the above

In this case, no correction is necessary. Therefore, you would choose Number 4 as the best response.

To know more about the SLE - Test of Written Expression, read the “Information for candidates” brochure that is available on the Public Service Commission’s website.

<http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/wrtng-test-xprssn-ecrt-index-fra.htm>

DIRECTIVES

Exemples de questions*

Les exercices comptent deux types de questions :

- 1) remplir les espaces en blanc,
- 2) identifier les erreurs.

Question de type 1 : Remplir les espaces en blanc – Votre tâche consiste à choisir, parmi les quatre choix de réponse, le mot ou groupe de mots qui complète le mieux le texte.

EXEMPLE :

Question 1
<p>Choose the best word to insert into the blank.</p> <p>Here is the new report. Please make two copies and _____ the original to me.</p> <ol style="list-style-type: none">1. returns2. returning3. returned4. return

Dans l'exemple, le choix de réponse 4 complète le mieux le texte. Vous auriez donc choisi le numéro 4 comme meilleure réponse.

* Exemples tirés du site Web de la Commission de la fonction publique du Canada.

Question de type 2 : Identifier les erreurs – Votre tâche consiste à identifier laquelle des sections soulignées comporte une ou plusieurs erreurs. Si aucune des sections soulignées ne comporte une ou plusieurs erreurs, choisissez l'option 4, « none of the above ».

EXEMPLE :

<p>Question 2</p> <p>Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."</p> <p><u>For your information (1)</u>, there will be construction outside the main entrance <u>to the parking garage (2)</u> beginning Monday and lasting for two days. Please use the entrance on Main Street until the <u>construction is completed (3)</u>.</p> <p>1. For your information</p> <p>2. to the parking garage</p> <p>3. construction is completed</p> <p>4. none of the above</p>

Dans l'exemple, aucune correction n'est requise. Vous auriez donc choisi le numéro 4 comme meilleure réponse.

Pour en savoir plus sur le Test d'expression écrite (durée, barème), veuillez lire la brochure *Information for candidates* disponible sur le site Internet de la Commission de la fonction publique.

<http://www.psc-cfp.gc.ca/ppc-cpp/sle-els/wrtng-test-xprssn-ecrt-index-fra.htm>

WRITTEN EXPRESSION 1

Question 1

Choose the best word or group of words to insert into the blank.

Jim gave _____ the report.

1. me
2. to me
3. at me
4. for me

Question 2

Choose the best word to insert into the blank.

The forms you are looking for are _____ the top shelf of the cabinet.

1. at
2. in
3. into
4. on

Question 3

Choose the best group of words to insert into the blank.

Today my office is much _____ yesterday.

1. more warm
2. warmer than
3. warmer that
4. warmest than

Question 4

Choose the best word to insert into the blank.

Bob left his notes _____.

1. somehow
2. anywhere
3. anyhow
4. somewhere

Question 5

Choose the best word to insert into the blank.

Are you going _____ the boardroom now?

1. at
2. in
3. to
4. of

Question 6

Choose the best word or group of words to insert into the blank.

Glen went to technical services _____ borrow some headphones.

1. for to
2. for
3. at
4. to

Question 7

Choose the best group of words to insert into the blank.

Presently, _____ new office equipment in every branch of the department.

1. I install
2. I'm install
3. I'm installing
4. I installing

Question 8

Choose the best group of words to insert into the blank.

A copy of _____ should be sent to the manager to indicate his intention to participate.

1. his request
2. his demand
3. her request
4. her demand

Question 9

Choose the best word or group of words to insert into the blank.

Negotiations will continue until a conclusion is reached. I will contact _____ again when a final decision has been made.

1. with you
2. you
3. to you
4. for you

Question 10

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

There (1) are many issues with her proposal, **aren't (2)** **they (3)**?

1. There
2. aren't
3. they
4. none of the above

Question 11

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Karina sent out a hundred of invitations (1) to (2) the conference last (3) week.

1. a hundred of invitations
2. to
3. last
4. none of the above

Question 12

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

He doesn't (1) work in (2) this office building still (3).

1. doesn't
2. in
3. still
4. none of the above

Question 13

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Daniel is as fair with his (1) present team that (2) he was to his former (3) team.

1. his
2. that
3. former
4. none of the above

Question 14

Choose the best word or group of words to insert into the blank.

Please take note that, as of today, you can _____ the most recent report from <http://www.depe.gc.ca>.

1. charge
2. to download
3. download
4. to charge

Question 15

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I'm always going (1) to work on foot (2) unless it rains (3).

1. I'm always going
2. on foot
3. rains
4. none of the above

Question 16

Choose the best group of words to insert into the blank.

Will you be here tomorrow? No, and _____.

1. so won't John
2. neither will John
3. so will John
4. neither won't John

Question 17

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

I will be at (1) the airport before (2) the plane will arrive (3).

1. at
2. before
3. will arrive
4. none of the above

Question 18

Choose the best word or group of words to insert into the blank.

Both Colette and Claude _____ promotions last September.

1. have gotten
2. had gotten
3. were getting
4. got

Question 19

Choose the best word or group of words to insert into the blank.

We were pleased that our Minister presented the award to our team
_____ instead of getting a representative to do it.

1. by herself
2. on her own
3. itself
4. herself

Question 20

Choose the best word to insert into the blank.

To get the information you need, I would strongly advise you to register for one of the half-day sessions which will start on the 20th of this month, that is to say, two weeks
_____ today.

1. from
2. since
3. by
4. ago

Question 21

Choose the best group of words to insert into the blank.

The latest _____ reports will be very useful to us.

1. informations in these
2. information in this
3. information in these
4. informations in this

Question 22

Choose the best group of words to insert into the blank.

I _____ inform me if you think you will be late.

1. want you
2. would like you to
3. would like that you
4. want that you

Question 23

Choose the best word or group of words to insert into the blank.

Note that identity cards must also be worn when conducting official business _____ and are to be shown to security staff upon request.

1. no matter where
2. every where
3. in other parts
4. elsewhere

Question 24

Choose the best word to insert into the blank.

I know you've been here for 10 years, but have you _____ worked outside this region?

1. already
2. ever
3. always
4. still

Question 25

Choose the best group of words to insert into the blank.

Office furniture purchased during the year _____, and the related depreciation accounts have been reviewed and approved.

1. have been properly recorded
2. is properly recording
3. has been properly recorded
4. were properly recorded

Question 26

Choose the best group of words to insert into the blank.

May I speak to the _____ this project?

1. responsable of
2. person in charge of
3. responsible for
4. person responsable of

Question 27

Choose the best word or group of words to insert into the blank.

The director wants _____ complete the report by the end of the week.

1. we
2. us
3. that we
4. us to

Question 28

Choose the best group of words to insert into the blank.

When the participants finished filling out the questionnaire, the facilitators _____.

1. picked them up
2. have picked up them
3. have picked them up
4. picked up them

Question 29

Choose the best word to insert into the blank.

Should the situation _____ again, make sure to inform me.

1. arrive
2. arises
3. arise
4. arrives

Question 30

Choose the best word or group of words to insert into the blank.

I'd like to meet with you early next week when _____ available.

1. you're
2. your
3. you're going to be
4. you will be

Question 31

Choose the best word or group of words to insert into the blank.

Carl _____ his colleagues a joke that was inappropriate in the workplace.

1. said
2. told
3. said to
4. told to

Question 32

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

If you find that your workstation is not enough comfortable (1), it could be that you need to have an ergonomic evaluation done (2) to assess your working conditions. These assessments are provided free of charge (3) to employees working in the Ottawa-Gatineau region, as well as to employees who work in our regional offices.

1. not enough comfortable
2. have an ergonomic evaluation done
3. free of charge
4. none of the above

Question 33

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

John believes (1) to help (2) other (3) teams within his organization.

1. believes
2. to help
3. other
4. none of the above

Question 34

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I wish I have (1) a car to get to (2) work a little earlier than (3) the bus gets me there.

1. have
2. to get to
3. a little earlier than
4. none of the above

Question 35

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

They rarely took part (1) in any of the teleconference calls in previous years (2), didn't they (3)?

1. took part
2. in previous years
3. didn't they
4. none of the above

Question 36

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

The Official Languages team is pleased to present the latest (1) issue of its (2) electronic newsletter which puts the accent on (3) the Francophone communities north of the 60th parallel.

1. the latest
2. its
3. puts the accent on
4. none of the above

Question 37

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

She has researched the topic (1) all the week (2) because she has a report to complete for (3) her department.

1. has researched the topic
2. all the week
3. for
4. none of the above

Question 38

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

If I were you (1), I would discuss about (2) the program's shortcomings (3) at the next meeting.

1. If I were you
2. would discuss about
3. program' s shortcomings
4. none of the above

Question 39

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Please provide me with (1) a list of employees who will be responsible for obtaining (2) office supplies from the stockroom for your division. I require this information no later then (3) November 8. After this date Material Management will release office supplies only to authorized employees.

1. provide me with
2. for obtaining
3. no later then
4. none of the above

Question 40

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

You should pass (1) more time on (2) your (3) quality assurance reports.

1. pass
2. on
3. your
4. none of the above

Question 41

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

As I mentioned to you over the phone (1), we are presently studying various alternatives for replacing our outdated financial reporting system. We are extremely interested to obtain (2) an already developed system which we could adapt to our needs (3).

1. over the phone
2. interested to obtain
3. could adapt to our needs
4. none of the above

Question 42

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

If the official doesn't speak in French (1), so won't (2) the clients with whom (3) he is conversing.

1. in French
2. so won't
3. with whom
4. none of the above

Question 43

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I've located (1) a resource book in our departmental library which (2) has been (3) published in the Republic of China.

1. I've located
2. which
3. has been
4. none of the above

Question 44

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I'm used to writing (1) briefing notes because I have done (2) so (3) for 20 years.

1. I'm used to writing
2. I have done
3. so
4. none of the above

Question 45

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I look forward (1) to start (2) my new assignment in the coming (3) months.

1. look forward
2. to start
3. coming
4. none of the above

Question 46

Choose the best group of words to insert into the blank.

Those wishing _____ should consult the intranet site which provides guidelines.

1. to profit from such a leave
2. to take advantage of such leave
3. to benefit of such leave
4. to make the most of such a leave

Question 47

Choose the best group of words to insert into the blank.

The original Privy Council Office (PCO) RD document is _____ and is then returned to the PCO. However, we wish to emphasize that the transcriptions circulated to ADMs are identical to the original PCO document.

1. only seen by the Deputy Minister
2. seen by the only deputy minister
3. seen by the deputy minister only
4. seen only by the Deputy Minister

Question 48

Choose the best word or group of words to insert into the blank.

Nevertheless, whenever the anticipated savings _____ the cost of the study, the preparation of an efficient in-house organizational plan can be justified.

1. are exceeding
2. have exceeded
3. will exceed
4. exceed

Question 49

Choose the best group of words to insert into the blank.

That was my mistake; I _____ sixteen weeks, not six weeks.

1. could have said
2. should have said
3. would say
4. must say

Question 50

Choose the best word or group of words to insert into the blank.

The designated official may require that an activity such as this _____ when it has been determined that a real or potential conflict of interest exists.

1. should curtail
2. is curtailed
3. be curtailed
4. curtails

Question 51

Choose the best group of words to insert into the blank.

The Deputy Minister may grant a total of _____ within the fiscal year for family-related responsibilities. Your request may be granted under certain circumstances, such as taking care of a sick member of the family or taking a family member to a medical or dental appointment.

1. five day's leave
2. a five-days leave
3. five days leave
4. five days' leave

Question 52

Choose the best group of words to insert into the blank.

Very often crises are first created by individuals _____ certain habits in terms of patterns of thinking and behaviour; consequently, many crises can be avoided by changing these habits.

1. to account for
2. owing to
3. with a view to
4. in relation with

Question 53

Choose the best group of words to insert into the blank.

The final output specifications are a _____ of the services to be provided.

1. complete and descriptive comprehension
2. comprehensive and descriptive completion
3. comprehensive and complete description
4. descriptive and complete comprehension

Question 54

Choose the best group of words to insert into the blank.

I'm sorry I couldn't grant your leave request last week. _____ my decision, I would've allowed you the week off. However, the director felt it was important to have everyone in attendance at the general meeting on Thursday.

1. Had it been
2. If it would have been
3. Were it
4. If it were

Question 55

Choose the best group of words to insert into the blank.

The Materiel Management Store will be operating at reduced capacity for the period between July 28 and August 1. We suggest that everyone _____ and order supplies beforehand.

1. bear this in mind
2. bare this to mind
3. bears this in mind
4. bares this to mind

Question 56

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

In a competitive tender (1), output specifications are one of the standards used to compare bids and are included in the contract awarded to the successful contractor (2). Whether the service provider is in the public or private section (3), the output specifications identify an acceptable level of quality.

1. In a competitive tender
2. awarded to the successful contractor
3. in the public or private section
4. none of the above

Question 57

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

If you are required to travel outside of Canada on business, your coverage under the Travel Benefit / Emergency Travel Assistance Benefit of the *Health Care Plan* remains in force during the entire period in which you are on travel status. The travel directive also **provides for reimbursement of necessary medical expenses (1) incurred by an employee (2)** while on foreign travel status. Generally an employee is fully covered for all emergency medical situations while **on government’s business (3)**, excluding days of personal leave or travel for personal reasons away from duty travel locations.

1. provides for reimbursement of necessary medical expenses
2. incurred by an employee
3. on government’s business
4. none of the above

Question 58

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The most important challenge for managers is to develop and maintain a critical mass of support throughout the life of the change process (1). Without this critical mass, there will be challenges to the managers (2) credibility and legitimacy. Once you have decided what you want to change, you have to move on to one of the most difficult aspects of management: leading people to think and act in new ways. You have to consider the impact that the change will have on those involved (3).

1. the life of the change process
2. will be challenges to the managers
3. change will have on those involved
4. none of the above

Question 59

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

There are two tendencies which prevent us from acting (1) at the right time. These are postponement of the unpleasant and non-recognition of the problem (2). If we recognize these tendencies within ourselves and eliminate them, many a crisis can be avoided (3).

1. prevent us from acting
2. non-recognition of the problem
3. many a crisis can be avoided
4. none of the above

Question 60

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Information and equipment in your care must be (1) secure and protected against misuse, theft and damage. We would like to remind you do not share (2) your password with anyone nor connect personal devices to the network. Should you need more information, please refer to the policy outlined by the TBS (3).

1. in your care must be
2. remind you do not share
3. outlined by the TBS
4. none of the above

Question 61

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

If we could predict (1) the effects of the policy change with any degree of certainty, we would have been able to adjust our budget accordingly. However, had we made (2) adjustments to the budget without the required information, we would have risked (3) serious repercussions.

1. could predict
2. had we made
3. would have risked
4. none of the above

Question 62

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The Employee Assistance Program was devised to do (1) the following:

- advise employees who want help but don't know where to find it;
- smooth the way (2) for employees who need help but are reluctant to ask for it;
and
- relieve supervisors to become involved (3) in personal problems which adversely affect an employee's work performance.

1. was devised to do
2. smooth the way
3. to become involved
4. none of the above

Question 63

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Departments are accountable for terminating (1) payment of the bilingualism bonus two months after the official appraisal date if the employee is not confirmed by one of the channels (2) listed. This does not preclude incumbents of bilingual positions by continuing to occupy (3) their positions.

1. for terminating
2. by one of the channels
3. by continuing to occupy
4. none of the above

Question 64

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The Official Languages and Training Division requires that each participant of various training courses be given (1) an up-to-date progress report (2) at the end of each session. Your evaluation will be included in the final e-mail, which will be sent within five business days upon completing of the course (3).

1. be given
2. an up-to-date progress report
3. upon completing of the course
4. none of the above

Question 65

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Permission is granted for you to discontinue (1) using any old accounting systems now in place. You are cautioned, however, to not eliminate (2) any systems that generate data that are paramount to (3) your field managers.

1. to discontinue
2. to not eliminate
3. are paramount to
4. none of the above

ANSWER SHEET

Questions	Answers
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	

Questions	Answers
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	
31.	
32.	
33.	
34.	
35.	
36.	
37.	
38.	
39.	
40.	
41.	
42.	
43.	
44.	

Questions	Answers
45.	
46.	
47.	
48.	
49.	
50.	
51.	
52.	
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55.	
56.	
57.	
58.	
59.	
60.	
61.	
62.	
63.	
64.	
65.	

ANSWER KEY

Questions	Answers
1.	1
2.	4
3.	2
4.	4
5.	3
6.	4
7.	3
8.	1
9.	2
10.	3
11.	1
12.	3
13.	2
14.	3
15.	1
16.	2
17.	3
18.	4
19.	4
20.	1
21.	3
22.	2

Questions	Answers
23.	4
24.	2
25.	3
26.	2
27.	4
28.	1
29.	3
30.	1
31.	2
32.	1
33.	2
34.	1
35.	3
36.	3
37.	2
38.	2
39.	3
40.	1
41.	2
42.	2
43.	3
44.	4

Questions	Answers
45.	2
46.	2
47.	4
48.	4
49.	2
50.	3
51.	4
52.	2
53.	3
54.	1
55.	1
56.	3
57.	3
58.	2
59.	4
60.	2
61.	1
62.	3
63.	3
64.	3
65.	2

EXPLANATIONS

Question 1 (Correct Answer: 1)

When the indirect object **me** is used before the direct object, the preposition **to** is dropped.

Question 2 (Correct Answer: 4)

On is used with the expression **the top of** to indicate “touching the surface” of something.

Question 3 (Correct Answer: 2)

To compare two things, use adjective-**er** + **than** for one-syllable words (bigger than, slower than).

Question 4 (Correct Answer: 4)

- **Some** is used in affirmative sentences. **Somewhere** refers to an undefined place.
- **Any** is used in negative sentences and questions. **Anywhere** means “not any particular place.”

Question 5 (Correct Answer: 3)

- **Going** is used with the preposition **to** when indicating movement.
- **At**, **in** and **of** do not indicate movement.

Question 6 (Correct Answer: 4)

After verbs such as **come** and **go**, an infinitive (**to** + verb) can be used to express purpose.

Question 7 (Correct Answer: 3)

- For current actions in progress, use the present progressive tense. It consists of the present form of the auxiliary verb **be** (am, is, are) + the present participle (verb-**ing**).
- The simple present tense (I install) is used to describe routines, habitual activities and general truths.

Question 8 (Correct Answer: 1)

- **A request** means *une demande*; don't confuse it with a “demand”, which is an order and means *un ordre formel*.
- The end of the sentence indicates that the person making the request is a man (**his** intention). To be consistent, it must be “**his** request.”

Question 9 (Correct Answer: 2)

No preposition is used after the verb **contact**.

Question 10 (Correct Answer: 3)

The subject of the tag question isn't correct. It needs to be the same as in the phrase. Therefore, change “they” to “there.”

Question 11 (Correct Answer: 1)

Change “a hundred of invitations” to “a hundred invitations.” **Hundred** is an adjective that comes directly before the noun **invitations**. No preposition is used.

Question 12 (Correct Answer: 3)

Change “still” to “anymore.” **Anymore** is used in negative sentences. It means *ne . . . plus*.

Question 13 (Correct Answer: 2)

“As . . . as” is used when making comparisons that show equality in degree (I am **as** skilled **as** she is).

Question 14 (Correct Answer: 3)

- Modal verbs (can, could, will, would, may, might, etc.) are always followed by the base form of the verb (infinitive without **to**, e.g. download).
- Don't confuse **charge** for *télécharger*. **Charge** means to ask in payment or to demand something.
- **Download** means *télécharger*.

Question 15 (Correct Answer: 1)

Change “I'm always going to work” to “I always go to work.” The simple present tense (I go) is used to express habits or repetition. The adverb **always** indicates that the action has occurred more than once.

Question 16 (Correct Answer: 2)

- To show agreement in short negative responses, 2 structures are possible:
 - 1) **Neither** + affirmative auxiliary verb + subject (Neither will John), or
 - 2) Subject + negative auxiliary verb + **either** (John won't either).
- **So** is used in short affirmative responses (Yes, and so will John).

Question 17 (Correct Answer: 3)

Change “will arrive” to “arrives.” The simple present tense is always used in future time clauses (**before** the plane arrives).

Question 18 (Correct Answer: 4)

- The simple past tense (got) is used here because of the expression “last September,” which indicates that the action or event ended before now and has no tie to present time.

Question 19 (Correct Answer: 4)

- The reflexive pronoun **herself** refers to the Minister and means that the Minister was the one to present the award. No preposition is used.
- **By herself** and **on her own** would mean that the Minister presented the award with no help from others.
- **Itself** refers to objects or animals.

Question 20 (Correct Answer: 1)

- **From** is used in the simple future and future progressive tenses to mark the beginning point of an action or event that will begin in the future.
- **Ago** is used in the simple past tense to indicate how long before now something happened.
- **Since** is used in the present perfect tense to mark the beginning point of an action that started in the past but has continued into present time.
- **By** is used to indicate the end point of a period of time, i.e. a deadline.

Question 21 (Correct Answer: 3)

Information is an uncountable noun and never ends in **-s**. **Reports** requires the plural determiner **these**.

Question 22 (Correct Answer: 2)

Would like is not used with the subjunctive; it is followed by an infinitive (to + verb), e.g. I would like (you) **to do** something.

Question 23 (Correct Answer: 4)

- **Elsewhere** means “at another location.”
- **No matter where** means “anywhere,” but does not work grammatically.
- **Everywhere** should be one word.
- **In other parts** does not make sense in this context.

Question 24 (Correct Answer: 2)

- **Ever** is required. It means “at any point” and translates to *déjà* in this context.
- Don’t confuse *déjà* with **already** in this context.
- **Always** means “all the time;” it doesn’t work in this context.
- **Still** means “even now;” it doesn’t work in this context.

Question 25 (Correct Answer: 3)

- **Furniture** is an uncountable noun requiring a singular verb.
- The present perfect tense is required instead of the simple past because the time period in the past is unknown.

Question 26 (Correct Answer: 2)

- To be **in charge of** means that the person directs a project and those involved. We can also say “the person responsible for.”
- Do not translate word for word. **Responsible** is an adjective in English, not a noun. It is also spelled with an *i*, not an *a*.

Question 27 (Correct Answer: 4)

- The subjunctive is never used after **want** or **would like**. Rather, these verbs are followed by a direct object and an infinitive (**to** + verb), e.g. I want them **to respond** soon.

Question 28 (Correct Answer: 1)

- When using an object pronoun with the separable phrasal verb **pick up**, the pronoun comes between the verb **pick** and the participle **up**.
- The simple past tense (picked) is required rather than the present perfect (have picked) because the time clause “when the participants finished” indicates that the action is over.

Question 29 (Correct Answer: 3)

- Don’t confuse “arrive” with “arise.” **Arise** means “come up” or “occur.” **Arrive** means “reach one’s destination.” Both can translate to *arriver*.
- **Should** is a modal verb and, as such, is always followed by the base form of the verb (infinitive without **to**) even if the subject is plural.

Question 30 (Correct Answer: 1)

- The future tense (will, going to) is never used in future time clauses with time markers such as: when, as soon as, before, after. Rather, the present tense is used, e.g. When you **get** here, we **will head out** for dinner.
- **You’re** is the contracted form of “you are” and is acceptable in speech and in informal writing.

Question 31 (Correct Answer: 2)

- **Say** and **tell** both translate to *dire*. The difference is grammatical: **tell** someone something; **say** something (to someone)
- The expression is “**tell** (someone) a joke.”

Question 32 (Correct Answer: 1)

When the adverb **enough** modifies an adjective, it comes after the adjective (comfortable **enough**).

Question 33 (Correct Answer: 2)

Change “to help” to “in helping.” The verb **believe** is followed by the preposition **in** and a gerund (verb-**ing**), e.g. believe **in doing** something.

Question 34 (Correct Answer: 1)

Change “have” to “had.” The verb **wish** is used to express unreal situations and is followed by the past form of the verb.

Question 35 (Correct Answer: 3)

The tag question needs to be in the affirmative (did they?) because **rarely** is considered a semi-negative. **Rarely**, and similar words such as **barely (ever)**, **seldom** and **scarcely (ever)** mean “not often.”

Question 36 (Correct Answer: 3)

Do not translate word for word. *Mettre l'accent sur* means **put the emphasis on**.

Question 37 (Correct Answer: 2)

Change “all the week” to “all week (long)” or “the whole week.” **All the week** is a direct translation.

Question 38 (Correct Answer: 2)

The verb **discuss** is followed by a direct object (discuss something), not a preposition. However, the expression **talk about**, which is a synonym of **discuss**, is followed by a preposition.

Question 39 (Correct Answer: 3)

Change “no later then” to “no later than.” **Then** refers to chronological time or order. **Than** is used in comparisons.

Question 40 (Correct Answer: 1)

Change “pass more time” to “spend more time.” **To pass the time** means “to keep oneself occupied by doing something to fill the time.” **To spend time** means “to do something useful with your time.”

Question 41 (Correct Answer: 2)

Change “interested to obtain” to “interested in obtaining.” The fixed expression **interested in** is followed by a noun or a gerund (verb-*ing*).

Question 42 (Correct Answer: 2)

Change “so won’t” to “neither will.” When showing an equal relationship between two clauses, both must be affirmative or both must be negative. In this case, the first verb is negative (doesn’t speak), so the following structure must also be negative. **Neither**, together with an affirmative verb (neither will), expresses a negative idea.

Question 43 (Correct Answer: 3)

Change “has been” to “was.” The simple past tense is required because it is clear that the action is finished and has no tie to present time.

Question 44 (Correct Answer: 4)

- There are no errors in this sentence.
- “I’m used to writing” is correct. The expression **be used to** (*être habitué de*) is followed by a gerund (verb-*ing*), not an infinitive. It means “to be accustomed to doing something.” Don’t confuse it with **used to** (*avoir l’habitude de*) which is a past tense time marker that is used to talk about past habits.

Question 45 (Correct Answer: 2)

Change “to start” to “to starting.” Don’t be fooled by the preposition **to**; the correct expression is **look forward to**, and it is followed by a gerund (verb-*ing*), not an infinitive.

Question 46 (Correct Answer: 2)

- **Leave** is uncountable in English and is **not** used with the article **a**.
- Do not translate word for word. In this context, **take advantage of** is the correct expression.
- “Benefit of” should be “benefit **from**.”

Question 47 (Correct Answer: 4)

- The adverb **only** modifies the word or phrase that directly follows it. “Seen **only** by the Deputy Minister” means that no one else saw the document.
- Titles referring to specific people (the Deputy Minister) are capitalized.
- “**Only** seen by the DM” means he saw it but perhaps didn’t touch or read it.
- “Seen by the **only** deputy minister” means there is only one deputy minister.

Question 48 (Correct Answer: 4)

- This is a present real condition. The time expression **whenever** indicates a habit or repetition, requiring the simple present tense.
- The present progressive tense (are exceeding) refers to a present ongoing activity and, therefore, does not fit in this context.
- Even though the present perfect tense (have exceeded) can be used for habits, it does not fit with the simple present tense that is used later in the sentence.
- The future tense (will exceed) cannot be used in the time clause.

Question 49 (Correct Answer: 2)

- **Should have said** is used to express a past regret.
- **Could have said** refers to unrealized past possibilities and does not fit this context.
- **Would say** and **must say** are used to express present hypotheticals. They do not work in this context.

Question 50 (Correct Answer: 3)

- After certain expressions often conveying necessity or advice (require that, demand that, suggest that), the subjunctive is required. The subjunctive is formed by using the base form of the verb after the subject of the sentence, no matter the person (I, you, he, we, they **be**), e.g. It is recommended that everyone **attend** the workshop.
- This sentence is passive (be curtailed), not active (curtails), in that the direct object is acted upon.

Question 51 (Correct Answer: 4)

The apostrophe (') in **five days'** is replacing the word **of** in this context, i.e. a leave **of** five days. The apostrophe comes after the **-s** because the word **days** is plural.

Question 52 (Correct Answer: 2)

- **Owing to** means “because of” or “as a result of.”
- **To account for** means “to explain.” It does not fit this context.
- **With a view to** means “with the hope, aim, or intention of.” It does not fit this context.
- **In relation with** does not exist in English. The expression would be **in relation to** meaning “related to.”

Question 53 (Correct Answer: 3)

Comprehensive and **complete** are adjectives that modify the noun **description**. They come before the noun.

Question 54 (Correct Answer: 1)

- This is a past conditional sentence that requires the past perfect tense in the independent clause. **Had it been** is another way of expressing “If it had been.”
- The modal **would** cannot go in the *if*-clause in this case.

Question 55 (Correct Answer: 1)

- **Bear this in mind** means “consider this fact before deciding.”
- Even though the pronoun **everyone** is singular, **bear** does not take an **-s** because the expression “we suggest (that)” is followed by the subjunctive, i.e. the base form of the verb.

Question 56 (Correct Answer: 3)

Change “in the public or private section” to “in the public or private **sector**.”

Question 57 (Correct Answer: 3)

Change “on government’s business” to “on government business.” **Government** in this case is used as an adjective, not a noun.

Question 58 (Correct Answer: 2)

Change “managers” to “managers’.” When writing the plural possessive form of a noun, you must first make the noun plural and then add an apostrophe (’). We know there is more than one manager because **managers** is used in the previous sentence.

Question 59 (Correct Answer: 4)

There are no errors in this text. **Many a crisis** is correct; it is a formal way of saying “many crises.”

Question 60 (Correct Answer: 2)

Change “remind you do not share” to “remind you not to share.” When using an introductory phrase with an imperative form, the sentence structure must change: Drop the auxiliary **do** and use the infinitive form of the verb (to share). If negative, the **not** comes before the infinitive, e.g. “**Do not** share” becomes “We ask you **not to share**.”

Question 61 (Correct Answer: 1)

Change “could predict” to “could have predicted.” The sentence is a past hypothetical, which is indicated by the conditional clause “we would have been able to.”

Question 62 (Correct Answer: 3)

Change “to become involved” to “from becoming involved.” The current sentence means “they will relieve them so that they can become involved,” which is contrary to the intended meaning of “they will relieve them so that they **won’t** become involved.”

Question 63 (Correct Answer: 3)

Change “by continuing to occupy” to “**from** continuing to occupy.” The verb **preclude** is followed by a direct object and then the preposition **from** (preclude someone from doing something).

Question 64 (Correct Answer: 3)

The phrase “upon completing of the course” is grammatically incorrect. The preposition **upon** is followed by one of 2 structures:

- 1) gerund + noun (upon **completing** the course), or
- 2) noun + **of** + noun (upon **completion of** the course).

Question 65 (Correct Answer: 2)

Change “to not eliminate” to “not to eliminate.” **Not** is always placed before the infinitive (**to** + verb).

**WRITTEN EXPRESSION
PRACTICE TEST 2**

Question 1

Choose the best word or group of words to insert into the blank.

_____ lists of available positions are posted on the website.

1. Up-to-date
2. Up-to-dates
3. Up to dates
4. Up to date

Question 2

Choose the best group of words to insert into the blank.

Mary is attending the seminar, _____?

1. doesn't she
2. does she
3. she isn't
4. isn't she

Question 3

Choose the best group of words to insert into the blank.

_____ going to be a general meeting on February 20 at noon.

1. They are
2. There are
3. There is
4. It has

Question 4

Choose the best word to insert into the blank.

That cell phone belongs to _____.

1. his
2. him
3. himself
4. he

Question 5

Choose the best word to insert into the blank.

If you decide to compete, start preparing as soon as possible. Gather all the documentation that might help you and study _____ in advance.

1. it
2. them
3. this
4. these

Question 6

Choose the best word to insert into the blank.

It _____ cold in Marie's office earlier today.

1. makes
2. is
3. has
4. was

Question 7

Choose the best word or group of words to insert into the blank.

Carlo _____ to his e-mail when Fatima called.

1. was responding
2. is responding
3. responds
4. will respond

Question 8

Choose the best word or group of words to insert into the blank.

Ernest Ross is _____ at PWGSC.

1. an architect
2. architect
3. a architect
4. the architect

Question 9

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

If they don't (1) hurry up, the presentation will be over (2) before they will arrive (3).

1. don't
2. over
3. will arrive
4. none of the above

Question 10

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I don't (1) know where he does stay (2) when he goes (3) to New York.

1. don't
2. does stay
3. goes
4. none of the above

Question 11

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I have hungry (1) to learn (2) new things in (3) my new position.

1. have hungry
2. to learn
3. in
4. none of the above

Question 12

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

She is (1) a very old (2) friend of me (3).

1. is
2. old
3. me
4. none of the above

Question 13

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

It seems to me (1) that your new job is most difficult (2) of all (3).

1. to me
2. most difficult
3. of all
4. none of the above

Question 14

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The photocopier is out of (1) paper (2) right now, so we use (3) the printer.

1. out of
2. paper
3. use
4. none of the above

Question 15

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

On a day hot (1) like this, I don't feel like doing (2) anything (3).

1. a day hot
2. like doing
3. anything
4. none of the above

Question 16

Choose the best group of words to insert into the blank.

As a result of your recent interview, I _____ a position with our division.

1. am pleased to offer to you
2. have the pleasure to offer to you
3. am pleased to offer you
4. have the pleasure to offer you

Question 17

Choose the best group of words to insert into the blank.

He has worked at Aboriginal Affairs in Vancouver _____.

1. since 15 years
2. until now
3. from 1987
4. for 15 years

Question 18

Choose the best word or group of words to insert into the blank.

I _____ my mid-term review with my supervisor.

1. discussed about
2. talked
3. told about
4. discussed

Question 19

Choose the best word or group of words to insert into the blank.

_____ will be required to work more than seven and a half hours per day for the duration of the project.

1. No one
2. Any one
3. Anyone
4. No body

Question 20

Choose the best group of words to insert into the blank.

You have to keep track of your billable hours, _____?

1. haven't you
2. don't you
3. have you
4. do you

Question 21

Choose the best group of words to insert into the blank.

She's worried _____ the program without a suitable replacement.

1. to leave
2. for leaving
3. of leaving
4. about leaving

Question 22

Choose the best word or group of words to insert into the blank.

Rest assured that there are _____ issues that still need to be resolved.

1. a few
2. any
3. less
4. very few

Question 23

Choose the best word or group of words to insert into the blank.

Never _____ unsolicited e-mail as this increases the value of your email address by confirming that it truly is a valid address.

1. respond at
2. respond
3. answer
4. answer to

Question 24

Choose the best word to insert into the blank.

Could you please make copies of these two _____ on the deadline for applications and put them on the bulletin board by the elevators?

1. notices
2. warnings
3. advices
4. publicities

Question 25

Choose the best group of words to insert into the blank.

I would like to take this opportunity to say thank you to Larry Conrad, who _____ at the end of next month.

1. is retired
2. will take his retreat
3. is taking his retreat
4. is retiring

Question 26

Choose the best word or group of words to insert into the blank.

At present these forms have no legal status since they are neither registered nor made available in both official languages. I wish _____ you again next week to discuss this matter.

1. meeting
2. to meet with
3. I will meet with
4. to meet

Question 27

Choose the best group of words to insert into the blank.

I am very happy to announce that the first session, which was held two weeks ago, was _____ success.

1. so big a
2. too big a
3. such a big
4. very a big

Question 28

Choose the best group of words to insert into the blank.

If you see someone being bullied in the workplace, you _____ your supervisor immediately. You have an obligation to report violence at work.

1. have to tell to
2. ought to inform
3. should tell
4. must inform

Question 29

Choose the best word or group of words to insert into the blank.

Ms. Martin and Mr. Bernier will _____ the Systems Development Division on their new assignment at the beginning of each week.

1. check in
2. verify
3. verify with
4. check in with

Question 30

Choose the best word or group of words to insert into the blank.

For those of you who were unable to hear the Minister's speech yesterday, the text will be available this week on the intranet, and the webcast will be available _____ next week.

1. from
2. commencing at
3. as of
4. starting from

Question 31

Choose the best group of words to insert into the blank.

When they heard the good news, _____ went out to celebrate.

1. the Smiths'
2. the family Smith
3. the Smiths
4. the Smith's family

Question 32

Choose the best word to insert into the blank.

All information supplied through this _____ process is confidential and is used in accordance with the provisions of the privacy act.

1. registration
2. subscription
3. inscription
4. prescription

Question 33

Choose the best group of words to insert into the blank.

If you have questions about the selection process, you _____ your human resources representative.

1. have to contact
2. may contact
3. need to contact
4. must contact

Question 34

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

They bought themselves (1) some (2) new office furniture (3) last week.

1. themselves
2. some
3. furniture
4. none of the above

Question 35

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I will love (1) to join you at break time (2) for coffee (3) if you are available today.

1. will love
2. at break time
3. for coffee
4. none of the above

Question 36

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Please take (1) the projector to technical services to have the technician to repair (2) whatever is necessary to make it run properly (3).

1. take
2. to repair
3. make it run properly
4. none of the above

Question 37

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Peter doesn't like carpooling (1) to work, and his colleagues (2) don't neither (3).

1. carpooling
2. his colleagues
3. neither
4. none of the above

Question 38

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

It has been (1) a long time that (2) I worked (3) in that sector.

1. has been
2. that
3. worked
4. none of the above

Question 39

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

While you're getting (1) your cell phone service (2), you will have to use (3) the landline in the common room.

1. While you're getting
2. service
3. will have to use
4. none of the above

Question 40

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Would you (1) mind taking these over (2) to the administrative assistant of Mr. Johnson (3) for me?

1. Would you
2. taking these over
3. the administrative assistant of Mr. Johnson
4. none of the above

Question 41

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The missing (1) file was found hidden (2) in a drawer anywhere (3) in the cabinet.

1. missing
2. hidden
3. anywhere
4. none of the above

Question 42

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

I would really appreciate it if (1) he were (2) to offer me (3) an alternative date for the exam.

1. it if
2. were
3. to offer me
4. none of the above

Question 43

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

In the light of success (1) of the new staffing procedures, it will no longer be necessary, commencing today (2), to get the Management Committee to authorize (3) each request to staff a position.

1. In the light of success
2. commencing today
3. to authorize
4. none of the above

Question 44

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Management (1) stood firmly (2) in its decision (3) to move forward with the project.

1. Management
2. firmly
3. its decision
4. none of the above

Question 45

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

By the time we have reached (1) our decision, it was far (2) too late for them to do anything (3).

1. have reached
2. far
3. anything
4. none of the above

Question 46

Choose the best group of words to insert into the blank.

To promote the change effort, it is in the best interest of managers to be part of the dominant coalition because it is in the most influential position _____ organizational members.

1. to respect
2. with respect to
3. in respecting
4. to respect with

Question 47

Choose the best word or group of words to insert into the blank.

I would appreciate _____ me a copy of the information packet in both official languages.

1. if you send
2. sending
3. to send
4. your sending

Question 48

Choose the best group of words to insert into the blank.

Consequently, it is essential that the issues relevant to a hearing _____ early, explored thoroughly during the hearing, discussed fully and disposed of with reasons in the Board's report.

1. be identified
2. should be identified
3. are identified
4. are identifying

Question 49

Choose the best group of words to insert into the blank.

It is imperative _____ this action that they immediately advise the chief building fire emergency officer once they have evacuated the building.

1. for taking
2. to take
3. in taking
4. by taking

Question 50

Choose the best group of words to insert into the blank.

Marco has proposed _____ his retirement party at a coffee shop, instead of having a big celebration in the Main Hall as is customary.

1. us to hold
2. that we hold
3. to hold
4. us holding

Question 51

Choose the best group of words to insert into the blank.

By the time our Occupational Health and Safety team completes its inspection of our new building, they _____ numerous calls related to eye strain as a result of the poor quality of lighting in work areas.

1. will be fielding
2. will have been fielding
3. will have fielded
4. will field

Question 52

Choose the best word or group of words to insert into the blank.

I am looking forward to _____ the selection process to find out whether I've been selected for the position.

1. complete
2. their completing
3. them complete
4. them to complete

Question 53

Choose the best word or group of words to insert into the blank.

The function of the headquarters unit at the senior management level, _____ it is divided between the deputy and assistant deputies, is to establish a mission statement, as well as overall goals and financial targets.

1. hitherto
2. with regard to how
3. whether
4. however

Question 54

Choose the best word to insert into the blank.

Policy Co-ordination maintains a _____ of those RD transcriptions retained by assistant deputy ministers.

1. log
2. registrar
3. logging
4. memorandum

Question 55

Choose the best group of words to insert into the blank.

_____ experienced so few issues with a pilot project.

1. Seldom have they
2. They haven't rarely
3. They have often
4. Rarely haven't they

Question 56

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

In recent days, several among you have expressed (1) interest in leave with income averaging for a three months period (2). This type of leave is available to all employees who hold indeterminate status. Those wishing to take advantage of such leave (3) should consult the intranet site which provides guidelines.

1. have expressed
2. for a three months period
3. to take advantage of such leave
4. none of the above

Question 57

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Every federal institution has the duty to ensure that within the National Capital Region and in any part or region of the country, or in any place outside the country that is prescribed, the work environment of the institution (1) is conducive to the effective use of both official languages and accommodate the use of (2) either official language by its officers (3) and employees.

1. the work environment of the institution
2. and accommodate the use of
3. either official language by its officers
4. none of the above

Question 58

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The preliminary assessment is submitted to senior management so that they can challenge and reconfirm the continued need for maintaining the current services or levels of service. They can also identify improvements and additional services that may be required (1). The preliminary assessment also gives management the opportunity to consider that (2) any services or service components should be divested or discontinued (3).

1. that may be required
2. to consider that
3. should be divested or discontinued
4. none of the above

Question 59

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

We focused our attention in allocation of (1) funds for the business cases that were prepared (2) in January and February. I know that a great deal of work (3) went into the preparation of business case proposals.

1. in allocation of
2. were prepared
3. a great deal of work
4. none of the above

Question 60

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

Aboriginal Awareness Week, a Public Service-wide initiative will be held from May 20 to 23. It will give employees the opportunity to learn more about the cultures, traditions and values of Canada’s Aboriginal people (1) by encouraging them to take part (2) in activities that highlight the diversity of the cultures (3) and traditions of the First Nations, Inuit and Métis.

1. values of Canada’s Aboriginal people
2. encouraging them to take part
3. highlight the diversity of the cultures
4. none of the above

Question 61

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

On a fundamental level, it is important to understand that reactions to new ideas (1) are based on beliefs that are not always in accordance with the facts. One of the common responses is to inform and educate people about those facts that support the promoters analysis (2) of the situation, highlighting current beliefs considered dysfunctional. In doing so, we sometimes forget that we ourselves may have taken (3) months or even years to develop our opinion on this subject and yet want others to endorse it in a couple of days. People have to be given the opportunity to build alternative belief systems.

1. reactions to new ideas
2. the promoters analysis
3. we ourselves may have taken
4. none of the above

Question 62

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Please refrain to send (1) electronic season's greetings to your colleagues. This practice uses up a lot of our computer resources (2) and slows down the system to where (3) it becomes inefficient and unthe point

1. refrain to send
2. uses up a lot our computer resources
3. to the point where
4. none of the above

Question 63

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

The concept of "**Centres of Expertise**" **has (1)** significant, real potential to contribute **to minimize (2)** duplication of effort, promoting co-operation in the use of training resources and reinforcing partnerships and strategic alliances. **Higher quality training (3)** should result. This will give life to the idea of value for money, maximized effectiveness and efficiency.

1. "Centres of Expertise" has
2. to minimize
3. Higher quality training
4. none of the above

Question 64

Which of the underlined sections contains one or more errors? If there are no errors, select "none of the above."

Change management **calls not only (1)** for administrative skills **but for content expertise (2)**. From the outset, the management team **must be made up of people (3)** in possession of the required expertise, and the manager should not hesitate to add external resources to the team.

1. calls not only
2. but for content expertise
3. must be made up of people
4. none of the above

Question 65

Which of the underlined sections contains one or more errors? If there are no errors, select “none of the above.”

The Treasury Board Secretariat has undertaken (1) an extensive review of language training policies and programs in the public service. The purpose of this review is not to reduce or abolish existing programs (2) but to ensure maximum efficiency and effectiveness in the use (3) of language training resources.

1. has undertaken
2. existing programs
3. ensure maximum efficiency and effectiveness in the use
4. none of the above

ANSWER SHEET

Questions	Answers
1.	
2.	
3.	
4.	
5.	
6.	
7.	
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12.	
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18.	
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21.	
22.	

Questions	Answers
23.	
24.	
25.	
26.	
27.	
28.	
29.	
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31.	
32.	
33.	
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35.	
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39.	
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41.	
42.	
43.	
44.	

Questions	Answers
45.	
46.	
47.	
48.	
49.	
50.	
51.	
52.	
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55.	
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59.	
60.	
61.	
62.	
63.	
64.	
65.	

ANSWER KEY

Questions	Answers
1.	1
2.	4
3.	3
4.	2
5.	1
6.	4
7.	1
8.	1
9.	3
10.	2
11.	1
12.	3
13.	2
14.	3
15.	1
16.	3
17.	4
18.	4
19.	1
20.	2
21.	4
22.	4

Questions	Answers
23.	3
24.	1
25.	4
26.	2
27.	3
28.	4
29.	4
30.	3
31.	3
32.	1
33.	2
34.	1
35.	1
36.	2
37.	3
38.	2
39.	2
40.	3
41.	3
42.	4
43.	1
44.	2

Questions	Answers
45.	1
46.	2
47.	4
48.	1
49.	3
50.	2
51.	3
52.	2
53.	4
54.	1
55.	1
56.	2
57.	2
58.	2
59.	1
60.	1
61.	2
62.	1
63.	2
64.	2
65.	4

EXPLANATIONS

Question 1 (Answer: 1)

- When a group of words acts as a single adjective, they are joined by hyphens.
- Adjectives are always in the singular form in English.

Question 2 (Answer: 4)

- The auxiliary verb that is used in the main clause is also used in the tag ending.
- If the main clause is affirmative, the tag question is negative.

Question 3 (Answer: 3)

- **There is/are** (*il y a*) is used to state that something exists. The verb must agree in number with the singular subject **a general meeting**.
- The pronoun **they** refers to people or things but does not agree with **a general meeting**, which is singular. Therefore, it does not fit this context.

Question 4 (Answer: 2)

- The sentence already has a subject and is missing an indirect object (him) to complete the sentence: The cellphone belongs to **him**.
- **His** is a possessive determiner that is followed by a noun. (I borrowed **his** book.)
- **Himself** is a reflexive pronoun that refers to a preceding, related noun or pronoun. (He does it **himself**.)
- **He** is a subject pronoun. (**He** wants to leave.)

Question 5 (Answer: 1)

- **It** refers to **documentation**, which is an uncountable noun that is always in the singular form.
- **Them** would be used with a plural countable noun.
- **This** would refer to something that is close in proximity or time.
- **These** would refer to things that are close in proximity or time.

Question 6 (Answer: 4)

- When talking about the temperature, the verb **be** is always used.
- The time marker **earlier today** indicates that the verb must be in the past tense (was).

Question 7 (Answer: 1)

The past progressive tense (was responding) is required. It describes an action that was in progress when something else happened in the past (Fatima called.)

Question 8 (Answer: 1)

- An article is always used before professions in English.
- The indefinite article **a**n is used before words that start with a vowel sound (architect).
- The definite article **the** would refer to a specific architect; this sentence refers to one architect at PWGSC.

Question 9 (Answer: 3)

- Change “will arrive” to “arrive.” The simple present tense is always used in future time clauses after the following time markers: **if, when, before, after, as soon as, until**, etc.
- The meaning of **be over** is “be finished” or “be completed.”

Question 10 (Answer: 2)

Change “does stay” to “stays” or “will stay.” The auxiliary verb **does** is not used in reported speech, only in questions and negative sentences.

Question 11 (Answer: 1)

J'ai faim translates to ***I am hungry***.

Question 12 (Answer: 3)

- Change “me” to “mine.” The context requires the use of a possessive pronoun.
- An **old** friend means that the friend has been known for many years.

Question 13 (Answer: 2)

- Change “most difficult” to “the most difficult.” To compare more than two people or things, **the** is paired with **most (of all)**.
- **Of all** is often used when making superlative statements. It compares one person or thing with everything else.

Question 14 (Answer: 3)

- Change “use” to “are using.” The present progressive verb tense is required when talking about actions currently in progress. The time expression **right now** indicates that the action is ongoing.
- **Out of paper** means that the machine is empty.

Question 15 (Answer: 1)

- Change “a day hot” to “a hot day.” Adjectives usually come before the nouns they modify.
- The expression **feel like** is followed by a gerund (verb-**ing**).
- **Anything** is used in negative structures.

Question 16 (Answer: 3)

The verb **offer** does not take a preposition in English; it is followed immediately by the indirect object (offer **someone** something).

Question 17 (Answer: 4)

- **For** is required when referring to the duration of time (for 15 years).
- **Since** refers to the beginning point of an activity (since June, since I graduated). It is not used with duration (~~since 15 years~~).
- **Until** is used to talk about a period of time up to a later time or date (until it rains, until noon).
- **From** must be used with **to** or **until** to specify a period of time (from 12:00 to 3:00).

Question 18 (Answer: 4)

- **Discuss** is used when there is a conversation and exchange of ideas. It must be followed immediately by a direct object. No preposition is used with **discuss** (discuss something with someone). **Discuss** means “talk about” (*discuter de quelque chose avec quelqu’un*).
- **Talk** means *parler*, and does not fit this context.
- **Tell** (**told** in the past tense) means to convey information, but the structure is as follows: tell someone (about) something (*dire quelque chose à quelqu’un*).

Question 19 (Answer: 1)

- **No one** means “not one person” or “nobody.”
- **Any one** means “any single person or thing.” It doesn’t work in this context.
- **Anyone** means “any person” or “anybody.” **Anyone** is used in questions and negative structures.
- **Nobody** is spelled as one word.

Question 20 (Answer: 2)

- The auxiliary verb is always used in tag questions. In addition, when the main clause is affirmative, the tag ending must be negative.
- **Have to** is a modal, but is unlike other modals. When you conjugate it in the simple present tense, you must add the auxiliary **do** for questions or negative forms. So the tag, which needs to be negative in this context, would be **don’t you?**

Question 21 (Answer: 4)

The correct expression is **be worried about**, and it is followed by a gerund (verb-**ing**).

Question 22 (Answer: 4)

- **Very few** means “not very many” and goes with “rest assured,” which conveys a positive tone.
- **A few** means “some,” and in this context would convey a negative tone that does not fit with “rest assured.”
- **Any** is usually used with questions and negative structures. It doesn’t fit this context.
- **Less** is used with uncountable nouns and cannot be used with “issues,” which is countable and plural.

Question 23 (Answer: 3)

Answer and **respond to** both mean *répondre à*. Note that there is no preposition after the verb **answer**. I **answered** his e-mail OR I **responded to** his e-mail.

Question 24 (Answer: 1)

- **Notices** means *avis* and is the appropriate word in this context.
- **Warnings** means *avertissements* and is not appropriate in this context.
- **Advice** means *conseil* and is an uncountable noun—it cannot be used with a number (one, six, ten), and it is always in the singular form.
- **Publicity** means *publicité* and is an uncountable noun—it cannot be used with a number (one, six, ten), and it is always in the singular form.

Question 25 (Answer: 4)

- Do not translate word for word: *prendre sa retraite* means **retire**.
- The present continuous tense (is retiring) can be used to express future plans or intentions just like the expression **going to**. **Will**, on the other hand, is not used to talk about plans or intentions.

Question 26 (Answer: 2)

- **Wish** is followed by the infinitive (to meet with). **Meet with** means “have a meeting with someone,” e.g. I will meet with them later today.
- Note the use of **meet**: I met her yesterday at the conference (I met her for the first time); I am meeting her in her office tomorrow at 1:00 (time and/or place is given).

Question 27 (Answer: 3)

- **Such a big success** means “a great success” or “a really big success” and conveys a positive tone.
- **So big a success** and **very a big success** are grammatically incorrect.
- **Too big a success** conveys a negative tone.

Question 28 (Answer: 4)

- A word that conveys strong necessity or obligation is needed. **Must inform** is correct.
- **Have to** also expresses necessity, but the phrase “have to tell to” is grammatically incorrect. The verb **tell** is never followed by the preposition **to** (tell someone something).
- **Ought to** and **should** are used in recommendations or when giving advice; they are not strong enough in this context.

Question 29 (Answer: 4)

- **Check in with someone** means “report in” or “let someone know how you’re doing/progressing.”
- **Check in** is what you do at a hotel.
- Do not translate word for word. **Verify** means “double-check” in English (*re-vérifier*).
- **Verify with** does not exist.

Question 30 (Answer: 3)

- **As of next week** means “starting next week.”
- The preposition **from** would need to be paired with the preposition **on** to express “starting next week,” e.g. It will be available **from** next week **on**.
- **Commencing at** does not exist. **Commencing** with no preposition would be correct as it means “starting.”
- **Starting** is not followed by a preposition when it means *à partir de*.

Question 31 (Answer: 3)

- Family names can be pluralized in English when paired with the definite article **the**. The meaning of **the Smiths** is the same as “the Smith family.”
- The other forms are all grammatically incorrect.

Question 32 (Answer: 1)

- Do not translate word for word. *Inscription* is **registration** in English.
- We get a **subscription for** a magazine, get a **prescription** for medication, and find an **inscription** on a piece of art.

Question 33 (Answer: 2)

- The modal **may** is used to express possibility.
- **Have to**, **need to** and **must** express necessity, but there is no suggestion in the sentence that it is required to contact HR.

Question 34 (Answer: 1)

Themselves does not exist. Change it to “themselves.” **Them** is plural, so **self** must also be plural. Note that some words ending in **-f** or **-fe** form the plural with **-ves**, e.g. one **leaf**, many **leaves**; one **life**, many **lives**.

Question 35 (Answer: 1)

Will love to does not exist. Change it to “would love to,” which means a willingness or desire to do something.

Question 36 (Answer: 2)

Change “to repair” to “repair.” The preceding verb **have** is a causative verb in this context and is used to indicate that someone is causing something to happen (have someone **do** something).

Question 37 (Answer: 3)

Don’t neither is a double negative. Change “neither” to “either.” **Either** is used with **not** in short responses to express a negative idea.

Question 38 (Answer: 2)

Do not translate word for word. The expression *Ça fait longtemps que je n’ai pas travaillé dans ce secteur* translates to “It’s been a long time since I worked in that sector.”

Question 39 (Answer: 2)

Change “service” to “serviced.” This sentence requires a verb instead of a noun. After the causative verb **get** in a passive voice structure, use a direct object and then the past participle of the verb (get something **done**).

Question 40 (Answer 3)

Change “the administrative assistant of Mr. Johnson” to “Mr. Johnson’s administrative assistant.” To show possession for people, use **’s** after singular nouns and **s’** after plural nouns.

Question 41 (Answer: 3)

- Change “anywhere” to “somewhere.” **Anywhere** is mostly used in negative statements and questions. **Somewhere** means “someplace” and is used in affirmative statements.
- **Hidden** is the past participle of **hide** and can function as an adjective, modifying a noun.

Question 42 (Answer: 4)

- The pronoun **it** after **would appreciate** doesn’t refer to anything, but it’s part of the expression when used with an **if**-clause. (I would appreciate **it** if . . .)
- The past tense is always used in the **if**-clause to express present unreal conditionals. **Were** is the correct form of the verb **be** for all persons, although in speech and in informal writing, some people use “was.”
- The verb **offer** is not followed by the preposition **to** (offer someone something).

Question 43 (Answer: 1)

Change “In the light of success” to “In light of the success.”

Question 44 (Answer: 2)

- Change “firmly” to “firm.” The verb **stood** is a linking verb in this context like **be**, **seem**, and some sensory verbs, and must be modified with an adjective rather than an adverb. **Firm** describes the noun **management**, not the verb **stood**.
- **Management** is correct in that it refers to management in general whereas **The management** would refer to specific management.

Question 45 (Answer: 1)

- Change “have reached” (present perfect) to “had reached” (past perfect). The past perfect tense is used to indicate that an activity occurred before another activity in the past. Note that in speech and in informal writing, it is sometimes possible to use the simple past tense (reached) in the time clause in this context.
- **Far** can be used as an intensifier, modifying an adverb.
- **Anything** can be used in affirmative sentences with a negative or limiting meaning.

Question 46 (Answer: 2)

With respect to means “relating to.” **To respect**, **in respecting** and **to respect with** are all grammatically incorrect.

Question 47 (Answer: 4)

- **Would appreciate** is an expression that is followed by a noun or a gerund (verb-**ing**).
Sending is a gerund acting as a noun. Gerunds need to be modified the same way nouns are modified, i.e. with a possessive adjective.
In the same way this is correct: “I would appreciate **your help**,” so too is this: “I would appreciate **your helping** me.”
- Note that in speech and in informal writing, many people use a direct object instead of a possessive adjective before the gerund (I would appreciate you helping me)

Question 48 (Answer: 1)

Certain words and expressions conveying necessity or recommendation are often followed by a verb in the present subjunctive. The subjunctive is formed by using the base form of the verb (infinitive without **to**) for all persons (I, you, he, she, it, we, they), e.g. It is advisable that everyone **participate**; It is essential that the issue **be** resolved.

Question 49 (Answer: 3)

In taking is the correct expression in this context. It means “when taking.”

Question 50 (Answer: 2)

The verb **propose** can be used in the subjunctive (propose that we **hold**) or with a possessive adjective + gerund (propose **our holding**).

Question 51 (Answer: 3)

The future perfect tense (will have + past participle) is used to indicate that an action in the future will finish before another future action. Note that when the future tense is used in the main clause, the present tense (meaning future) is always used in the time clause, e.g. I will have finished my report by the time the workweek ends.

Question 52 (Answer: 2)

Looking forward to is a fixed expression that is followed by a noun or a gerund (verb-**ing**). **Completing** is a gerund acting as a noun. **Their** is a possessive adjective that modifies the noun.

Question 53 (Answer: 4)

- **However**, in this context, is an adverb meaning “no matter how” or “in whichever way.”
- **Hitherto**, meaning “up to this time; until now,” does not work in this context nor does it work grammatically.
- **With regard to how** does not exist in English.
- **Whether** refers to a choice between two things; consequently, it does not work in this context.

Question 54 (Answer: 1)

- A **log** is a written list of events, documents or other data by date of entry.
- A **registrar** is an official who keeps a register.
- **Logging** is the gerund (verb-**ing**) form of the verb, referring to the harvesting of trees.
- A **memorandum** is the long form for **memo**, which is a short note used for written correspondence within organizations that meets immediate, temporary needs.

Question 55 (Answer: 1)

- **Seldom** and similar words (rarely, scarcely, barely ever) are referred to as “semi-negatives.” These adverbs are not used with **not**. When used as the first words of a sentence before the subject and verb, the verb and subject are reversed in order, but the sentence remains a statement. **Seldom have they** means “They have seldom.”
- **They haven’t rarely** and **Rarely haven’t they** contain double negatives (a “no-no” in English).
- **They have often** does not make sense since **often**, in this context, conflicts with the sense of “so few issues.”

Question 56 (Answer: 2)

- Change “for a three months period” to “for a three-month period.” When a group of words acts as a single adjective, they are joined by hyphens.
- Adjectives are always in the singular form in English.

Question 57 (Answer: 2)

Change “and accommodate the use of” to “and accommodates the use of.” The verb **accommodates** must agree in number with the subject **work environment**.

Question 58 (Answer: 2)

Change “to consider that” to “to consider whether.” **Whether** is used when there are two or more choices.

Question 59 (Answer: 1)

- Change “in allocation to” to “on allocating” or “on the allocation of.” We “focus our attention **on something**” OR “focus our attention **on doing something**.”
- **Were prepared** is in the passive voice and agrees in number with **cases**.

Question 60 (Answer: 1)

Change “values of Canada’s Aboriginal people” to “values of Canada’s Aboriginal peoples.” **People** means a group of individuals whereas **peoples** means different groups of people, such as First Nations, Inuit and Métis.

Question 61 (Answer: 2)

- There are 2 possible answers: Change “the promoters analysis” to “the promoter’s analysis” if referring to one promoter OR change “the promoters analysis” to “promoters’ analysis” if referring to a number of promoters. Because the analysis “belongs to” the promoter, the possessive form of the noun (promoter) is required.
- The reflexive pronoun is sometimes used for emphasis as in “**we ourselves** believe.”

Question 62 (Answer: 1)

Change “refrain to send” to “refrain from sending.” A noun or gerund (verb-**ing**) is used after a preposition that is part of a fixed expression.

Question 63 (Answer: 2)

Change “to minimize” to “to minimizing.” **Contribute to** is a fixed expression that is followed by a gerund (verb-**ing**).

Question 64 (Answer: 2)

Change “but for content expertise” to “but **also** for content expertise.” When using **not only . . .**, the parallel structure **but also . . .** must be used.

Question 65 (Answer: 4)

- There are no errors in this text.
- The present perfect (has undertaken) refers to a recent event with present consequences or relevance.
- Verb-**ing** forms can be used as adjectives (**existing** programs).
- **Ensure** means “make certain something happens.”